Date: 06/15/2012 Job Status: Non-Exempt/ Full-Time

Last Revised: Reports to: Production Supervisor, Operations Manager

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**Production Operator**

**Position Summary:**

Production Operators will work as part of a team having responsibility for assembling an entire product or component of a product assigned by management staff. Production Operators will perform all tasks conducted by the team in the assembly process and rotate through all or most of them rather than being assigned to a specific task on a permanent basis.

**Responsibilities/Duties:**

1. Can efficiently perform all of the duties and criteria of a Production Operator:
   1. Use adjustable microscopes on small assemblies and PC boards.
   2. Tin leads by dipping leads into solder pot or tinning solution.
   3. Mounts components such as transformers, resistors, capacitors, etc. onto printed circuit boards.
   4. Forms electronic component lead wires using hand-held tools or by operating automatic forming machines.
   5. Makes solder terminations as required for PCB assemblies or wire terminations for any application.
   6. Cleans, serializes, stamps, pots, and applies coatings and adhesives as well as other minor assembly applications.
   7. Cleans assemblies to applicable process procedures.
   8. Mechanically assembles high-pressure hose and galvanized pipe systems and attaches functional and cosmetic hardware such as caps, clamps, knobs, screws, nuts, etc. using various hand and power tools.

* 1. Assembles mechanical and supporting products and can use the various machines in the work area as needed.
  2. Bending, stooping and heavy lifting may be performed as needed.
  3. Understand and implements ESD procedures.

1. Team Assembler II- Production:
   1. Production Team Assembler II:
      1. Must be able to perform proficiently after completing on job training
   2. Machine Shop Team Assembler II:
      1. Must be able to perform proficiently after completing on job training to operate automated equipment
2. Team Assembler II- Inspection
   1. Inspects electronic assemblies, subassemblies, and parts for compliance with specifications using drawings, specifications and inspection instructions.
   2. Examine the layout and alignment of parts and components to ensure compliance and conformance.
3. Build wiring harnesses, thru hole assemblies, surface mount PCB assemblies, cable assemblies and mechanical assemblies.
4. Builds assemblies utilizing wiring diagrams, assembly drawing and fabrication drawing in conjunction with process instructions.
5. Will perform quality checks on products and parts.
6. Complete paperwork to include travelers, check sheets, charts and logs.
7. As assigned by the COO or Operations Manager, a Team Assembler II may be responsible for training newly hired employees in production methods and general PBE practices.

**Education/Work Experience/Skills:**

High School diploma, GED, former manufacturing experience or equivalent military experience. Able to read, write, communicate, perform simple math and read measuring instruments.

**Physical Demands:**

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is regularly required to use hands to finger, handle, talk or feel. The employee is frequently required to stand, walk, reach with hands and arms, climb or balance and stoop, kneel and crouch. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Capabilities:**

* Must be able to take directions from team leaders or manufacturing supervisors.
* Must be able to build assemblies utilizing wiring diagrams, assembly drawing and fabrication drawing in conjunction with process instructions.
* Must be able to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
* Must be able to quickly move a hand, a hand together with arm, or both hands to grasp, manipulate or assemble products.
* Must be able to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
* Must be able to tell when something is wrong with a build or is likely to go wrong.
* Must be able to pay attention to detail and be thorough in completing work tasks.
* Must be willing to take on responsibilities and challenges.
* Maintain high level of quality and meet goal hours consistently.
* Must be able to understand and implement verbal and written instructions.
* Must be able of working with little or no supervision on “First Run” or prototype units.
* Must be experienced in operating and training other team assemblers on manual and automated crimping devices.
* Must be capable of using and training other team assemblers on wire cutting and stripping devices.
* Must be able to work on a fast reaction team for quick turn-around assemblies.
* Must be able to observe and make suggestions on improvements to the build process to help meet goal hours.
* Must be able to report to scheduled work hours promptly each day.

**Disclaimer:**

The preceding job description has been designed to indicate the general nature and level of work

performed by employees within this classification. It is not designed to contain or be interpreted

as a comprehensive inventory of all duties, responsibilities, and qualifications required of

employees assigned to this job.

**Approvals:**

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Immediate Supervisor / Manager

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Next Level Manager

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Human Resources

Print Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Apply in person at 1459 Wittens Mill Road, North Tazewell, VA 24630,

or send resumes to mmyers@pbegrp.com